

CHAPTER 3

OPERATING TARGETS

Supply functions and inventory procedures were covered in the preceding chapter. This chapter will be devoted to explaining how the Navy gets its money, the system used to account for it, and the part that the Command Religious Program (CRP) plays in utilizing its portion of the command's budget.

Each year the Navy must have billions of dollars to carry out its mission and this money comes from the taxpayers of the United States as determined by Congress. Therefore, the Navy must keep detailed accounts to show the receipt and expenditure of public funds; the amount of Government money, materials, and property on hand; and, the cost of all operations. These accounts are broken down by projects, programs, and various other functional categories. All of these categories are a part of financial management and are necessary to ensure that Government property and money are used economically in the public interest.

The Religious Program Specialist (RP) needs to become familiar with various budgeting and accounting procedures in order to assist the command chaplain in utilizing that portion of the budget which is allocated to the CRP.

APPROPRIATIONS

An appropriation is an authorization by an Act of Congress to incur obligations for a specified time and purpose, and to make payments out of the Treasury of the United States. It is in this manner that the Navy receives money to pay for ships and the cost of their operation and maintenance; the cost of training

and paying the personnel who operate them; and, the money to operate the shore establishment needed to support the fleet.

As previously stated, the Navy must keep detailed accounts to show the receipt and expenditure of public funds. This is accomplished by observing a yearly accounting cycle. The accounting period for the Navy is the fiscal year which differs from the calendar year in that it begins on 1 October and ends the following 30 September. Thus, fiscal year 1980 began on 1 October 1979 and ended on 30 September 1980.

TYPES OF APPROPRIATIONS

Three types of appropriations may be used in the Navy depending on the purpose for which they are issued. Most appropriations are for 1 year and are used to finance the normal operating costs of the Navy. Other types may be granted without a time limitation or for a specific period of time of more than 1 year's duration. RPs will normally work with appropriations which are for 1 year only. The next few sections will be devoted to explaining the three types of appropriations.

Annual Appropriation

An annual appropriation, which is of primary concern to the RP, generally covers the current operating and maintenance expenses of the Navy. This appropriation becomes available at the beginning of the fiscal year stated in the appropriation act. Once the act is passed, funds may be either directly expended or obligated throughout the fiscal year.

After the end of the fiscal year, each command must return any unobligated funds to the United States Treasury through proper Navy channels. Prudent management by the command chaplain and RP of the CRP allocation will ensure that the various programs conducted throughout the year have sufficient money to operate. Also, continuity from one fiscal year to the next will be maintained if careful planning and close adherence to the budget is observed.

Continuing Appropriation

A continuing appropriation is available for incurring obligations until the purpose for which the appropriation was made is accomplished. This type of appropriation is often referred to as a "no-year" appropriation. Construction projects such as the building of a new chapel complex would probably be financed by this type of appropriation.

Continuing appropriations become available at the beginning of the fiscal year following the passage of the appropriation act or may become available immediately when specified in the act. Each command must return any unobligated funds to the United States Treasury through proper Navy channels once the purpose of the continuing appropriation has been accomplished.

Multiple-Year Appropriation

A multiple-year appropriation is generally made for purposes which require a long lead time in planning and execution. Procurement of aircraft/missiles and shipbuilding/conversion are examples which require multiple-year appropriations. This type of appropriation becomes available for obligation and expenditure at the beginning of the fiscal year designated in the appropriation act unless otherwise stated in the act. A multiple-year appropriation is available for incurring obligations only during the fiscal years specified in the act.

Each command must return any unobligated funds to the United States Treasury through proper Navy channels at the end of the last fiscal year included in the multiple-year appropriation or when the appropriation expires for obligation purposes.

STATUS OF APPROPRIATIONS

Appropriations are referred to as current, expired, or lapsed. The personnel in the supply department will provide the RP with assistance in determining the status of any appropriation. A brief description of the three status terms is shown in figure II-3-1.

FUNDS

Funds are sums of money or other resources which are established for a specific purpose. Two types of funds are used extensively throughout the Navy and RPs need to understand how and why they are used. The two types of funds, revolving and trust, will be explained in the next few sections.

CURRENT APPROPRIATION

An appropriation which is available for incurring obligations and making disbursements during the current fiscal year.

EXPIRED APPROPRIATION

An appropriation which is no longer available for incurring obligations, but which remains available for disbursements to liquidate existing obligations.

LAPSED APPROPRIATION

The undisbursed balance of an appropriation which by law is no longer available for disbursement.

Figure II-3-1.—Terms Associated with the Status of Appropriations.

REVOLVING FUNDS

A revolving fund is established to provide working capital for the Navy. Money is paid for the procurement of materials and services; and, is reimbursed when these materials and services are received or sold to local Navy commands. There are various types of revolving funds. A brief description of several types will be provided in the following sections.

Navy Stock Fund (NSF)

It is not practical for each activity in the Navy to purchase all of its operating requirements directly from commercial suppliers. The Navy Stock Fund (NSF) exists for this reason. It provides the necessary capital to finance the

purchase and maintenance of stocks of common supply items which are required for the support and operation of the entire Navy. Basic capital (money) for the NSF is made available by Congress in much the same manner as appropriations. The total value of the NSF is reviewed annually by Congress and is adjusted accordingly to meet current operating requirements.

The RP needs to be familiar with certain charges and credits which are applied to the NSF. Although record keeping of the charges and credits for each command is the primary responsibility of the storekeeper in the supply department, a basic understanding of NSF financial responsibilities will enhance the RP's understanding of the Navy supply system. Figure II-3-2 shows a list of the most common

NAVY STOCK FUND	
NSF CHARGES	NSF CREDITS
Expenditures for the purchase or manufacture of stores, supplies, equipment, and services.	Issues charged to an appropriation or fund.
Appropriation adjustments lodged against the fund for sale of materials from another account.	Cash sales (including sales to other Government departments).
Losses by accounting, price adjustment, appraisal, inventory, sale, survey, which are not properly charged to an appropriation.	Sales to other accounts.
Donations of surplus material for public health and educational purposes including research.	Collections from carriers for material either lost or damaged in transit.
Authorized charges for repair of material.	Gains by accounting, price adjustment, appraisal, inventory, sale, and survey which are not properly credited to an appropriation.
Issues of clothing items for health and comfort when not charged to another appropriation.	Reimbursement from the Defense Logistics Agency (DLA) for the pro rata share of proceeds from the sale of surplus, scrap, and salvage material which has been expended.
Payment of claims approved by the General Accounting Office (GAO).	

Figure II-3-2.—Most Common Charges and Credits of the Navy Stock Fund (NSF).

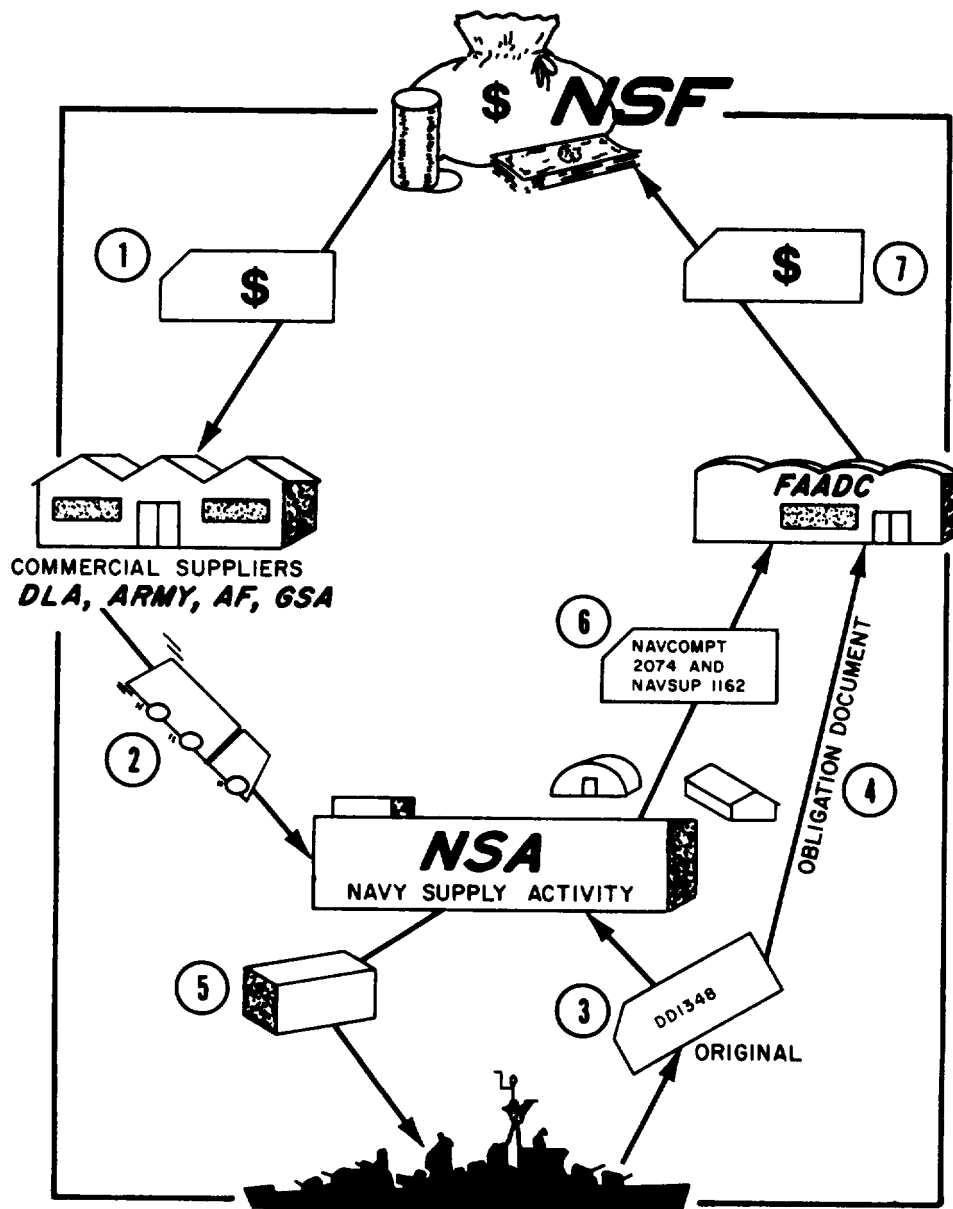


Figure II-3-3.—Navy Stock Fund (NSF) in Operation.

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items which are "charged" or "credited" to the NSF.

NAVY STOCK FUND USE.—The NSF fulfills its role as a revolving fund by purchasing designated supplies from commercial sources, the Defense Logistics Agency (DLA), the General Services Administration (GSA), and the Departments of the Army and Air Force. These

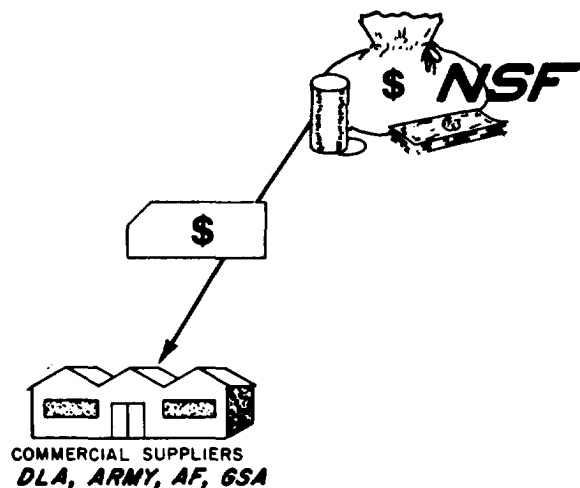
supplies may be charged against a specific appropriation or sold for cash. The NSF is reimbursed for supplies when they are issued or sold. While these supplies are being held (waiting to be sold), they are maintained in the Navy Stock Account (NSA).

NAVY STOCK ACCOUNT.—The Navy Stock Account is an inventory account and is an

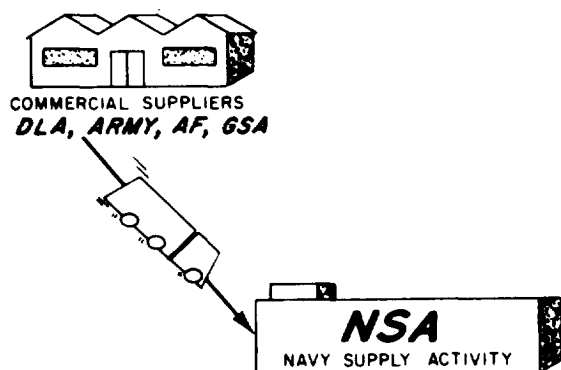
integral part of the NSF. It serves as the "holding account" for NSF-procured supplies until they are sold. Thus, the total value of the NSF actually consists of money on hand plus the value of the supplies maintained in the NSA.

NAVY STOCK FUND OPERATION.—Figure II-3-3 shows the basic operation of the NSF. A brief description of the numbered steps in this figure is shown below.

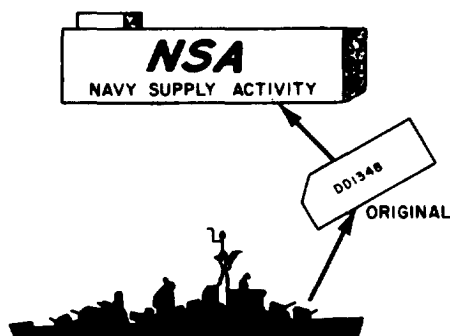
1. Material is purchased by the NSF from commercial suppliers, the Defense Logistics Agency (DLA), the Departments of the Army and Air Force, and the General Services Administration (GSA).



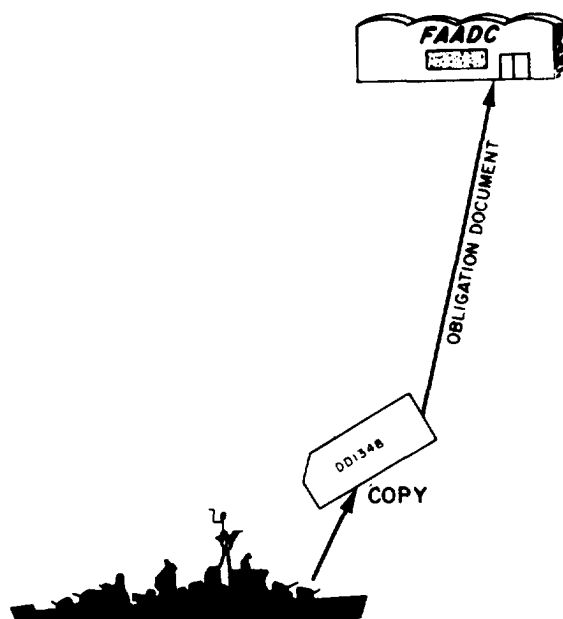
2. The suppliers in step 1 deliver material to designated naval supply activities where it is held in the inventory account (Navy Stock Account) until requested-by a Navy customer.



3. An organization in the Navy (a ship in this explanation) needs to replace material which has been used in its operations. A requisition DD Form 1348) is submitted to the appropriate supply activity requesting the material.



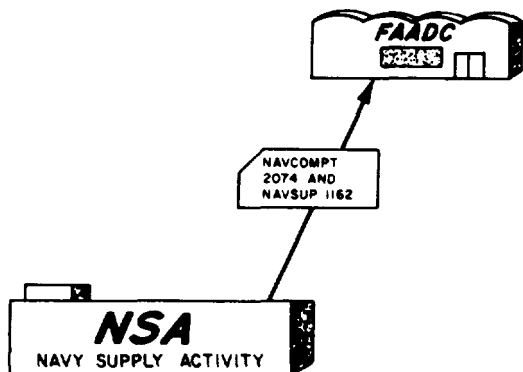
The ship in step 3 forwards a copy of the requisition document to the appropriate Fleet Accounting and Disbursing Center (FAADC) for use in performing the ship's official operating target (OPTAR) accounting. The FAADC reduces the ship's budget by the amount of the DD Form 1348. Operating targets will be explained later in this chapter.



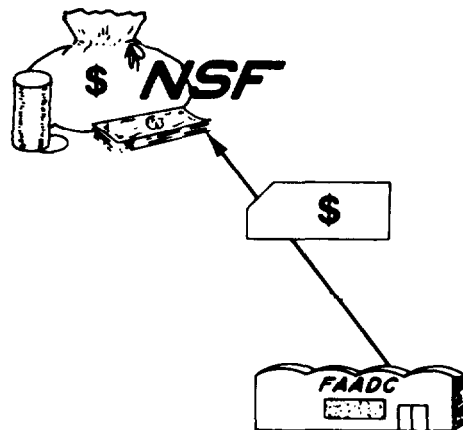
5. The material is issued to the ship by the appropriated supply activity.



6. The supply activity submits a "Report of Fund Authorization" (NAVCOMPT Form 2074) with a supporting "Financial Detail Card" (NAVSUP Form 1162) to the appropriate FAADC authorizing the FAADC to charge the ship's OPTAR the amount of the material which was requested. This provides the FAADC with a cross-check mechanism to compare the amount on the ship's DD Form 1348 with the amount on the NSA'S NAVCOMPT Form 2074 and NAVSUP 1162.



7. The NSF is credited the amount of the requisition, thus completing the cycle.



Religious Program Specialists should realize that they play an important role in the proper utilization of the Navy Stock Fund (NSF). The requisition forms which were filled out and explained in Chapter 2 are a vital part of the NSF. The information which is inserted in the data blocks and card columns provides the NSF with pertinent information which aids it in keeping material readily available. Figure II-3-4 shows the DD Form 1348 which was prepared for the four "Candlelighters and Snuffers" in the previous chapter. All of the information on this form is important; however, the most critical information to both the customer and the NSF is contained in card column 44 (DEMAND). This section informs inventory managers at the various stock points which items must be replenished for the next year. As stated previously, the two codes which the RP will use the most often are "R" and "N." Figure II-34 explains how and under what circumstances these codes are used.

Navy Industrial Fund (NIF)

The Navy Industrial Fund (NIP) is a revolving fund which is used to finance the cost of

DO FORM 1348 (6-PT) 1 MAY 74										REQUISITION IS FROM:									
SEND TO: DEFENSE GENERAL SUPPLY CENTER RICHMOND, VA 23297 UIC: 31090										NAVEDTRAPRODEVCE (CODE CH) PENSACOLA, FL 32509 UIC: 68322									
CANDLELIGHTER AND SNUFFER										STOCK NUMBER 9 9 2 5 0 0 6 3 9 8 6 6 4 UNIT OF ISSUE EA 0 0 0 0 4									
DOCUMENT NUMBER N 6 8 3 2 2 0 2 2 5 0 2 2 3 R Y C H - 0 2 A										REMARKS L M N O P Q R S U V									
FUND 2 S DISTRIBUTION YY 9 1 5										STATUS DATA 1 3 4 4 6 2 6 3 6 4 6 5 6 6									
ADVISE 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80										CODE R N									
EXPLANATION RECURRING DEMAND. A request made periodically or anticipated to be repetitive.										NONRECURRING DEMAND. A request made for a requirement known to be of a one-time occurrence.									

Figure II-34.—DD Form 1348 Requisition for Candlelighter and Snuffer with Emphasis on Card Column 44 (DEMAND).

maintaining and operating industrial commercial-type activities such as naval shipyards. Basically, the NIF serves the same purpose as the Navy Stock Fund which was explained earlier in this chapter. The major charges that are credited to this fund are: civilian labor, material purchases, travel of personnel, transportation of material, cost of utilities, and equipment/property rental. The RP will not be directly involved with this type of fund but should be aware that it exists.

Naval Working Fund (NWF)

The Naval Working Fund (NWF) provides a single permanent revolving fund for financing all work which is not chargeable to some current

naval appropriation. Advance funds are deposited to the NWF for work or services that are to be furnished by the Navy. For example, the pay and allowances for sailors from an allied government which are embarked aboard U.S. Navy ships for training are deposited by their government in the NWF. The sailors are then paid their salaries out of this fund. The RP will probably not be involved in using this fund.

Navy Management Fund (NMF)

This fund is used for the economical and efficient completion of Navy operations which are financed by two or more appropriations when the costs of these operations cannot be

credited immediately to the specific appropriations. Paying for the shipment of household goods is an example of a charge which would be financed by the NMF. The RP should know that this fund exists even though the CRP will not be directly involved with using this fund.

TRUST FUNDS

Trust funds are used in accordance with the guidelines specified by an Act of Congress; or, under the terms of a special agreement with private contributors. Public contributions which are received for the purpose of maintaining the USS *Arizona* Memorial at Pearl Harbor, Hawaii, shown in figure II-3-5, is an example of a trust fund.

Another very important trust fund with which the RP should be familiar is the fund that receives its money from the sale of merchandise

in the ship's store. This fund helps provide recreation and entertainment for enlisted personnel from the profits which are accumulated through sales of merchandise. Therefore, the RP should purchase items in support of the CRP from the ship's store whenever possible. NOTE: Later in this chapter and in Chapters 4 and 5, nonappropriated funds and a petty cash account will be explained. The requirements for purchasing materials from other than regular supply sources will be explained when nonappropriated funds and the petty cash account are covered.

NONAPPROPRIATED FUND

This type of fund will be explained more fully in Chapters 4 and 5. However, a brief explanation here will show the difference between appropriated and nonappropriated funds. A

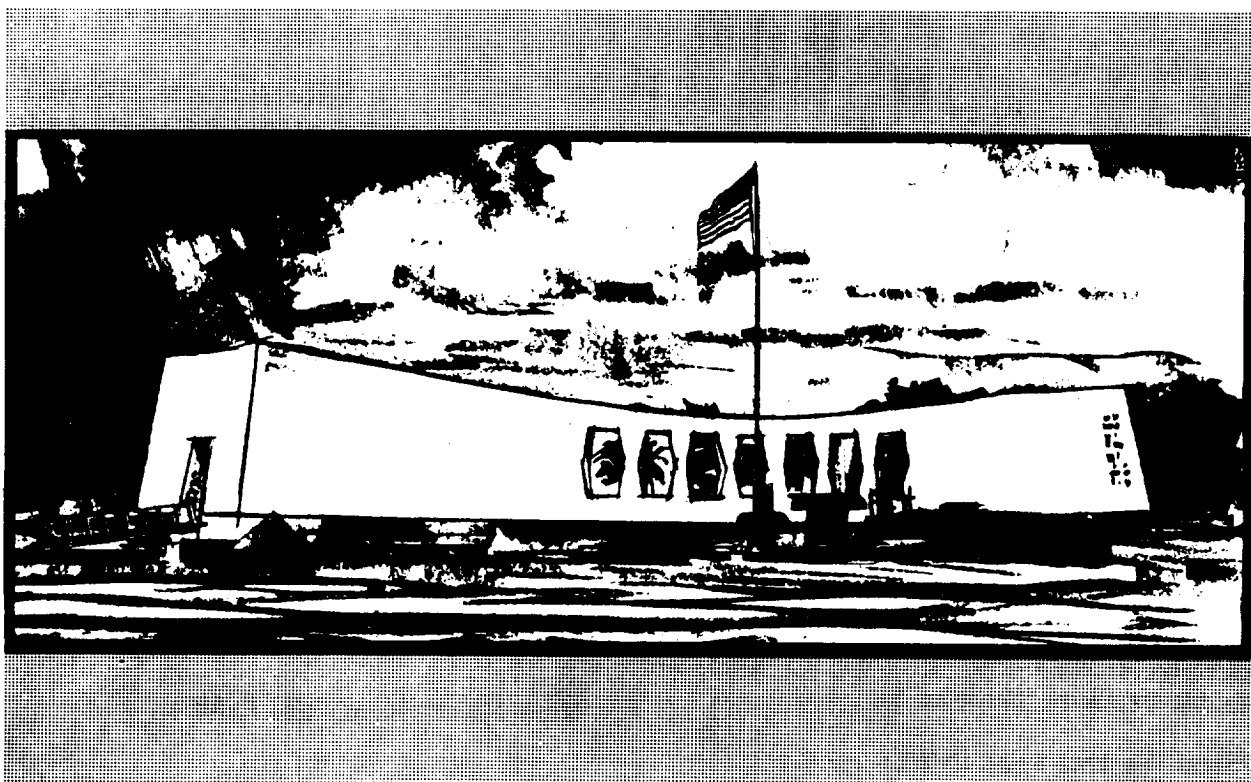


Figure II-3-5.—USS ARIZONA Memorial Located at Pearl Harbor, Hawaii.

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nonappropriated fund differs from an appropriated fund in that it comes from sources other than congressional appropriation. The Command Religious Program chapel fund is usually the only type of nonappropriated fund with which a chaplain and the RP are associated. Chapel funds are established by authority of the commanding officer and are to be used for projects of a religious and humanitarian nature. Normally all expenditures will reflect the desires of the donors. However, it should be noted that the commanding officer reserves the right to approve or disapprove any expenditure from these funds.

SOURCES OF REVENUE

Voluntary offerings and contributions received at religious services constitute the major source of revenue for CRP chapel funds. Other sources of revenue are:

1. Designated contributions from individuals or organizations for the support of religious programs, projects, or charitable causes.
2. Proceeds from the authorized sale of CRP chapel fund property.
3. Grants from the Chief of Chaplains fund or other nonappropriated funds.

DISBURSEMENTS

Disbursements of CRP chapel funds will be made for purposes consistent with the desires of the commanding officer and the intentions of the contributing group as mentioned previously. Organizations such as Protestant and Roman Catholic advisory councils usually represent their particular groups in determining the expenditure of funds. Appropriate expenditures include, but are not limited to, the following:

1. Donations to missions and religious outreach projects.
2. Donations to charitable and relief projects.
3. Expenses incurred in connection with social service and community service enterprises sponsored by the CRP.

4. Expenses incurred in connection with fellowship activities such as dinners and outings.

Logistical support for the Command Religious Program is provided through the use of appropriated funds. CRP chapel funds WILL NOT be used for paying salaries of support personnel, the purchase of literature and material, printing costs, administrative expenses, or any other expense for which an appropriated fund exists. Supplementary items and services required for the CRP and not available from official sources may be purchased through the use of command chapel funds. However, the following expenditures or obligations are specifically prohibited:

1. Loans to individuals.
2. Purchases of motor vehicles.
3. Purchases of stocks, bonds, or other such investments.
4. Oblations or commitments in excess of current cash assets of the fund.

The accounting procedures for a nonappropriated CRP chapel fund will be explained in Chapters 4 and 5.

OPERATING TARGET (OPTAR)

The term "Operating Target" (OPTAR) is defined as an estimate of the amount of money which will be required by a ship, staff, squadron, shore installation, or other unit, to perform its assigned mission. An OPTAR has to do specifically with the purchase of supplies and equipment and is available for spending during a single fiscal year. As stated previously, a fiscal year starts on 1 October and ends the following 30 September. Therefore, the OPTAR for a specific year expires when that year ends on 30 September. This means that new orders for material may not be placed using the OPTAR for the expired fiscal year. The command chaplain and RP should check periodically throughout the fiscal year with the personnel in the supply department to determine how much money is available for use by the Command Religious Program.

Commanding officers are responsible for the proper and effective utilization of OPTAR funds. The supply officer is responsible for maintaining OPTAR records and submitting status and transaction reports to the commanding officer. In discharging this responsibility, the supply officer relies on the storekeeper who performs the task as the OPTAR recordkeeper. This designated individual maintains the Requisition/OPTAR Log (NAVCOMPT Form 2155) shown in figure II-3-6. It is very important that all departments aboard ship or at a shore installation maintain a close liaison with both the supply officer and OPTAR recordkeeper to ensure that accurate records are kept. The command chaplain must assume responsibility for the proper utilization of the OPTAR funds which are allocated to the office of the chaplain.

The RP will be expected to oversee the expenditures within the office of the chaplain or, at least, will be assigned accounting responsibilities for the CRP OPTAR. Through careful planning and strict adherence to locally established OPTAR procedures, the RP will be able to contribute significantly to the overall mission of the ship or command. The RP should seek advice from the personnel in the supply department whenever needed.

EMPLOYMENT OF CIVILIAN CLERGY

Many of the concepts involved with how the Navy obtains and spends money were explained in the preceding sections of this chapter. It is important to remember that OPTAR funds have to do specifically with the purchase of supplies and equipment; and, that all other funds and appropriations are used for other designated functions. The next area that will be discussed has to do with obtaining the services of auxiliary chaplains, contract chaplains, and clergy for occasional ministries to assist in the Command Religious Program. Procedures and guidelines for the employment of these clergypersons are outlined in SECNAVINST 1730.3.

The RP should be familiar with the terminology associated with the hiring of civilian

clergy who assist in the CRP. Listed below are three definitions which RPs should know concerning the employment of civilian clergy-persons.

1. Service contract—one which calls directly for a person's (contractor's) time and effort rather than for an end product.

2. Personal services contract—the procuring of services by contract in such a manner that the person (contractor) is in effect an employee of the Government.

3. Nonpersonal services contract—the procuring of services of a person (contractor) by agencies of the Department of Defense in which the person (contractor) is not considered to be an employee of the Government.

AUXILIARY CHAPLAINS

Commanding officers may obtain the services of civilian clergy to serve as auxiliary chaplains in meeting the religious needs of personnel when military chaplains are not available; or, when there is a specific need for additional professional personnel to supplement the already existing professional staff. These clergy-persons will be hired on a "personal services" basis.

Guidelines for Appointment

The RP must be aware of the guidelines surrounding the appointment of auxiliary chaplains. Some of the specific guidelines are listed below.

1. Auxiliary chaplains will be given appointments for conducting regular services on a fee basis.

2. Auxiliary chaplains will be employed only in those situations where adequate coverage by commissioned Navy chaplains is not available.

3. Auxiliary chaplains will be responsible to the commanding officer of the ship or installation which they serve; and, their supervision will be exercised through the local activity's command chaplain.

Read instructions before completing form

Form Approved:
O.M.B. No. 50-R0387

1 Kind of position (<i>job</i>) you are filing for (<i>for title and number of announcement</i>)														
2 Options for which you wish to be considered (<i>if listed in the announcement</i>)														
3 Home phone Area Code Number	4 Work phone Area Code Number Extension													
5 Preferred title (<i>mark one</i>) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.														
6 Other last names ever used (<i>e.g., Maiden</i>)														
7 Name (<i>Last, First, Middle</i>) Street address or RFD no. (<i>include apartment no., if any</i>) City State ZIP Code														
8 Birthplace (<i>City & State, or foreign country</i>)														
9 Birth date (<i>Month, day, year</i>)		10 Social Security Number												
11 If you have ever been employed by the Federal Government as a civilian, give your highest grade, classification series, and job title. Dates of service in that grade (<i>Month, day, and year</i>) From To														
12 If you currently have an application on file with the Civil Service Commission for appointment to a Federal position, (a) list the name of the area office maintaining your application, (b) the position for which you filed, and (<i>if appropriate</i>) (c) the date of your notice of rating, (d) your identification number, and (e) your rating														
13 Lowest pay or grade you will accept <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; padding: 2px;">PAY</td> <td></td> <td style="text-align: center; padding: 2px;">GRADE</td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 150px;"></td> <td style="vertical-align: middle; padding: 0 10px;">OR</td> <td style="border-bottom: 1px solid black; width: 150px;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">\$ per</td> <td></td> <td style="text-align: center; font-size: small;">per</td> </tr> </table>		PAY		GRADE		OR		\$ per		per	14 When will you be available for work? (<i>Month and year</i>)			
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15 Are you available for temporary employment lasting <i>(Acceptance or refusal of temporary employment will not affect your consideration for other appointments.)</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">A. Less than 1 month?</td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 10%; text-align: center;">NO</td> <td style="width: 50%;"></td> </tr> <tr> <td>B. 1 to 4 months?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>C. 5 to 12 months?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </table>			A. Less than 1 month?	YES	NO		B. 1 to 4 months?	<input type="checkbox"/>	<input type="checkbox"/>		C. 5 to 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	
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19. Are you available for part-time positions (<i>fewer than 40 hours per week</i>) offering: A. 20 or fewer hours per week? <input type="checkbox"/> B. 21 to 31 hours per week? <input type="checkbox"/> C. 32 to 39 hours per week? <input type="checkbox"/>														
20. Veteran Preference. Answer all parts. If a part does not apply to you, answer "NO". A. Have you ever served on active duty in the United States military service? (<i>Exclude tours of active duty for training in Reserves or National Guard</i>) B. Have you ever been discharged from the armed services under other than honorable conditions? (<i>You may omit any such discharge changed to honorable or general by a Discharge Review Board or similar authority</i>) If "YES," give details in item 35. C. Do you claim 5 point preference based on active duty in the armed forces? If "YES," you will be required to furnish records to support your claim at the time you are appointed. D. Do you claim 10 point preference? If "YES," check the type of preference claimed and complete and attach Standard Form 15, "Claim for 10 Point Veteran Preference," together with the proof requested in that form. Type of Preference: <input type="checkbox"/> Compensable Disability <input type="checkbox"/> Non-compensable Disability <input type="checkbox"/> Purple Heart Recipient <input type="checkbox"/> Spouse <input type="checkbox"/> Widow(er) <input type="checkbox"/> Mother														
E. List dates, branch, and serial number of all active service (<i>enter "N/A" if not applicable</i>). From To Branch of Service Serial or Service Number														

DO NOT WRITE IN THIS BLOCK
FOR USE OF EXAMINING OFFICE ONLY

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THIS SPACE FOR USE OF APPOINTING OFFICER ONLY
 Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.

☐ 5-Point ☐ 10-Point Compensable Disab ☐ 10-Point Other

Signature and title _____ Date _____

Agency _____

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

171-106



Standard Form 171 (rev. 12-77)
U.S. Civil Service Commission

4. The duties of auxiliary chaplains will be of a purely religious nature such as conducting services and providing private ministrations which are necessary for the welfare of personnel.

5. The wearing of uniforms by auxiliary chaplains, including Reserve chaplains acting in the capacity of auxiliary chaplains, is not authorized.

6. Reserve chaplains serving under the authority outlined in SECNAVINST 1730.3 for auxiliary chaplains WILL NOT be entitled to earned drill points or other Reserve compensation for these services.

Qualifications for Appointment

An auxiliary chaplain must be a fully ordained clergyman; and, must have an ecclesiastical endorsement from an agency that is recognized by the Armed Forces Chaplains Board as an endorsing agency. Obtaining this endorsement is the responsibility of the clergyman who is seeking appointment. Endorsements will be sent directly from the endorsing agency to the Chief of Chaplains.

Appointment Process

The appointment process involves a number of steps. A list of the most important steps is shown below.

1. Appointments of auxiliary chaplains will be made by the commanding officer with the approval of the Chief of Chaplains.

2. Nominations for appointment will be made by the commanding officer on the recommendation of the command chaplain. The nomination will include the name and faith (denomination) of the applicant and the place and length of appointment. This nomination will be submitted on the four-page Application for Federal Employment, Standard Form 171 (Personal Qualifications Statement), shown in figures II-3-7 (page 1), II-3-8 (page 2), II-3-9 (page 3), and II-3-10 (page 4). Federal civilian personnel office advisors are available at most commands to assist in the preparation of this form.

3. Standard Form 171 will be sent to the Chief of Chaplains accompanied by a letter indicating that the applicant has requested an ecclesiastical endorsement.

4. Appointment of auxiliary chaplains will be made for a term not to exceed 3 years. Reappointments for additional terms will require the same procedure as initial appointments. This means that a Standard Form 171 must be submitted along with the certification of ecclesiastical endorsement.

5. Auxiliary chaplains are hired through the use of a "personal services contract" and are charged against authorized civilian ceilings.

Privileges of Appointees

Auxiliary chaplains ARE NOT authorized travel pay, subsistence pay, commissary and exchange privileges, or other similar privileges which are granted to members of the military. However, they may be given temporary duty travel orders when it is deemed appropriate by the commanding officer.

Payment of Appointees

Auxiliary chaplains will be paid from appropriated fund resources of each local command. The fee for auxiliary chaplains cannot exceed the following limits.

1. \$75 for a Sunday or Sabbath service, or a service conducted on a major religious holy day; plus, \$25 for each additional service held on these days not to exceed a maximum of \$125 per day.

2. \$35 for each weekday service not covered in the provisions listed in paragraph 1, not to exceed an average of two weekday services per week for the period of the appointment.

3. \$35 for emergency ministrations where the services of a military chaplain are not available.

4. Fees for local national auxiliary chaplains in foreign countries must conform to the local economy and be established by the respective area commander.

Attach Supplemental Sheets or Forms Here

22. A. Special qualifications and skills (skills with machines, patents or inventions; your most important publications (do not submit copies unless requested); your public speaking and publications experience, membership in professional or scientific societies; etc.)														
B. Kind of license or certificate (pilot, registered nurse, lawyer, radio operator, CPA, etc.)					C. Latest license or certificate Year State or other licensing authority			D. Approximate number of words per minute Typing Shorthand						
23. A. Did you graduate from high school or will you graduate within the next nine months, or do you have a GED high school equivalency certificate? <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 2px;"> Yes Month and year </td> <td style="width:50%; padding: 2px;"> No Highest grade completed </td> </tr> </table>					Yes Month and year	No Highest grade completed	B. Name and location (city and State) of last high school attended							
Yes Month and year	No Highest grade completed													
C. Name and location (city, State, and ZIP Code, if known) of college or university. (If you expect to graduate within nine months, give MONTH and YEAR you expect to receive your degree.)					Dates Attended From To		Years Completed Day Night		No. of Credits Completed Semester Hours Quarter Hours		Type of Degree (B.A., etc.)		Year of Degree	
D. Chief undergraduate college subjects					No. of Credits Completed Semester Hours Quarter Hours		E. Chief graduate college subjects					No. of Credits Completed Semester Hours Quarter Hours		
F. Major field of study at highest level of college work														
G. Other schools or training (for example, trade, vocational, Armed Forces or business). Give for each the name and location (city, State, and ZIP Code, if known) of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificate, and any other pertinent data.														
24. Honors, awards, and fellowships received														
25. Languages other than English: List the languages (other than English) in which you are proficient and indicate your level of proficiency by putting a check mark (✓) in the appropriate column. Candidates for positions requiring conversational ability in a language other than English may be given an interview conducted solely in that language. Describe in Item 35 how you gained your language skills and the amount of experience you have had (e.g., completed 72 hours of classroom training, spoke language at home for 18 years, self-taught, etc.).														
Name of Language(s)		PROFICIENCY												
		Can Prepare and Deliver Lectures		Can Converse		Have Facility to Translate Articles, Technical Materials, etc.		Can Read Articles, Technical Materials, etc. for Own Use						
		Fluently	With Difficulty	Fluently	Passably	Into English	From English	Easily	With Difficulty					
26. References: List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 21. Experience.														
Full Name				Present Business or Home Address (Number, Street, City, State and ZIP Code)				Business or Occupation						

Termination of Auxiliary Chaplain Services

The following guidelines must be observed concerning the termination of an auxiliary chaplain.

1. An appointment may be terminated upon written notification of the commanding officer.
2. An appointment may be terminated upon written notification of the auxiliary chaplain.
3. Withdrawal of an ecclesiastical endorsement will require the removal of an auxiliary chaplain.
4. Notification of the termination of auxiliary chaplain services must be made to the Chief of Chaplains.

CONTRACT CHAPLAINS

Commanding officers may obtain the services of a civilian clergyperson to serve as a contract chaplain to conduct religious services when military or auxiliary chaplains are not available. A "nonpersonal services contract" is written with a recognized religious organization or individual in obtaining the services of contract clergy.

Guidelines for Appointment

Some of the specific guidelines for appointment of contract chaplains are listed below.

1. Contract chaplains will operate under guidelines established by the commanding officer of the ship or station which they serve.
2. Performance of contract chaplains will be monitored by the local command chaplain.
3. The duties of contract chaplains will be of a purely religious nature such as conducting services and providing private ministrations which are necessary for the welfare of personnel.
4. The wearing of uniforms by contract chaplains, including Reserve chaplains acting in the capacity of contract chaplains, is not authorized.
5. Reserve chaplains serving under the authority outlined in SECNAVINST 1730.3 for

contract chaplains WILL NOT be entitled to earned drill points or other Reserve compensation for these services.

Qualification for Appointment

A contract chaplain must be a fully ordained clergyperson; and, must have an ecclesiastical endorsement from an agency that is recognized by the Armed Forces Chaplains Board as an endorsing agency. Obtaining this endorsement is the responsibility of the clergyperson who is seeking an appointment. Endorsements will be sent directly from the endorsing agency to the Chief of Chaplains.

Appointment Process

The appointment process involves a number of steps. A list of the most important steps is shown below.

1. Award of contracts for chaplains will be made by the contracting officer with the approval of the Chief of Chaplains.
2. Nominations for appointment will be made by the commanding officer on the recommendation of the command chaplain. The nomination will include the name and faith (denomination) of the applicant and the place and length of appointment. This nomination will be forwarded to the Chief of Chaplains with a letter indicating that the applicant has requested an ecclesiastical endorsement.
3. Appointment of contract chaplains will be made for a term not to exceed 3 years.
4. Contract chaplains are hired through the use of a "nonpersonal services contract" and are NOT charged against authorized civilian ceilings.

Privileges of Appointees

Contract chaplains are NOT authorized travel pay, subsistence pay, commissary and exchange privileges, or other similar privileges which are granted to members of the military. However, they may be given temporary duty travel orders when it is deemed appropriate by the commanding officer.

Payment of Appointees

Contract chaplains will be paid from appropriated fund resources of each local command. A funded purchase request must be submitted to the cognizant contracting office sufficiently in advance of the date of services in order to permit adequate processing of the request. The fee for contract chaplains cannot exceed the following limits.

1. \$75 for a Sunday or Sabbath service, or a service conducted on a major religious holy day; plus, \$25 for each additional service held on these days not to exceed a maximum of \$125 per day.

2. \$35 for each weekday service not covered in the provisions listed in paragraph 1, not to exceed an average of two weekday services per week for the period of the contract.

3. \$35 for emergency ministrations where the services of a military chaplain are not available.

4. Fees for local national contract chaplains in foreign countries must conform to the local economy and be established by the respective area commander.

Termination of Contract Chaplain Services

The services may be terminated by the contracting officer upon written notification to the contract chaplain. Notification of termination must be made to the Chief of Chaplains if it is at any time other than at the conclusion of the period of appointment.

CLERGY FOR OCCASIONAL MINISTRIES

Civilian clergy other than auxiliary and contract chaplains may be utilized periodically upon the invitation of the commanding officer to conduct worship services and provide other religious ministrations as required.

Clergy for occasional ministries will be selected by the commanding officer on the basis of the clergyperson's abilities and qualifications.

Payment will be made from appropriated fund resources and the fee for clergy for occasional ministries cannot exceed the following limits.

1. \$75 for a Sunday or Sabbath service, or a service conducted on a major religious holy day; plus, \$25 for each additional service held on these days not to exceed a maximum of \$125 per day.

2. \$35 for each weekday service not covered in the provisions listed in paragraph 1.

3. \$35 for emergency ministrations where the services of a military chaplain are not available.

4. Fees for local national clergy for occasional ministries in foreign countries must conform to the local economy and be established by the respective area commander.

OFFERINGS AT SERVICES CONDUCTED BY CIVILIAN CLERGY

The commanding officer may authorize that an offering be received at religious services that are conducted by an auxiliary chaplain, contract chaplain, or clergy for occasional ministries. All money which is received will be deposited in the command's nonappropriated CRP chapel fund. Each command must establish procedures to ensure that civilian clergy hired under the guidelines of SECNAVINST 1730.3 are NOT tasked to collect, deposit, or administer monies which are received as part of an offering at a religious service which they conduct.

COMMAND RELIGIOUS PROGRAM (CRP) BUDGETING

The preceding sections of this chapter were devoted to explaining congressional appropriations, revolving and trust funds, nonappropriated funds, operating targets, and the use of civilian clergy in fulfilling the needs of the CRP. Although this financial overview was important, the chaplain and RP need to remember that the CRP receives its direct support, both facilities and operating funds, from the local command. It is the responsibility of the command chaplain to manage the assets which are allocated for the

Command Religious Program. Therefore, it is imperative that the RP keep the command chaplain informed on matters relating to expenditures which are incurred in carrying out the functions of the CRP. This action could be the key to ensuring that a successful program is established and maintained.

Navy and Marine Corps commands utilize local operation and maintenance funds for the support of the CRP. These funds are often limited and adequate money to satisfy all requirements normally are not available. Consequently, priorities could change and certain projects may have to be eliminated altogether. This means that detailed attention must be given to the determination of need, the selection of goals, and the establishment of priorities to bring the Command Religious Program into line with available resources.

The CRP operates within the framework of a three-stage planning, programming, and budgeting system. These processes will be explained in the next few sections.

PLANNING PROCESS

Planning is the conscious process of selecting and developing the best course of action in order to accomplish an objective. A viable program requires that the chaplain and RP develop realistic plans and programs. Planning in the Department of Defense system is normally projected 5 years in the future. This advanced planning requires that planners carefully study anticipated trends and changes, make an assessment of needs, and prepare a broad-scoped plan which defines specific goals.

PROGRAMMING PROCESS

Programming is the process of translating program support requirements into personnel and material resource requirements. The office of the chaplain must operate within the management system used by a command in order to function effectively. This can be done most easily by maintaining close contact with the commanding officer, supply officer, comptroller, and others who are key planners in the budgeting cycle.

BUDGETING PROCESS

Budgeting is the process of translating approved resource requirements, both personnel and material, into time-phased financial requirements. The overall budgeting process consists of the following steps:

1. Determine the needs—it is important at this point to show that the requirements of the Command Religious Program are basic to the needs of the station or unit. This relates the mission of the CRP to the mission of the command.

2. Plan the program—this includes the beginning of the planning stage, which involves the tedious assembly of facts, and the realistic setting of goals which frequently will have to be developed within a limited budget figure.

3. Match goals with funds—this is the translation of the planned program into actual dollar figures. Program segments are subdivided in this step into expense elements such as travel, purchased services, supplies, equipment, printing, etc.

4. Submit budget—the budget should be submitted well in advance of the command's established time schedule. Early submission enables the commanding officer to carefully scrutinize the CRP budget without having to "rush" through the data.

5. Implement program—this involves putting the funded program into operation. A continuous review must be performed throughout the fiscal year; and, reprogramming must be implemented when required.

6. Study the results—the office of the chaplain is provided a clear image of future directions by keeping abreast of the present situation. A carefully planned budget serves as a constant reminder of the necessary steps to accurately forecast future requirements.

7. Maintain diary—actual item expenditures should approximately match those originally planned and programmed. The CRP's budget diary is developed from this matching process and assists in supporting future requests.

SUMMARY

A number of topics relating to funding were explained in this chapter. It is imperative that the Religious Program Specialist remain continually aware of the monetary requirements and regulations regarding budgeting practices by the command. The RP can assist the command

chaplain a great deal by remaining knowledgeable about these financial matters.

Chapters 4 and 5 will be devoted to explaining the accounting procedures which are utilized in managing nonappropriated funds. The focus will be on the CRP chapel fund and the responsibilities of the personnel who are involved in managing this fund.